

Vending Facilities Program Manager

MS-0340-13

\$81,685 - \$114,359

This position is located in the Department on Disability Services, Rehabilitation Services Administration (RSA), RSA Operations Program, Randolph Sheppard Vending Facilities Program (RSVFP). The primary purpose of this position is to manage the development and promotion of the RSVFP designed to assist persons who are blind in the operation of vending facilities on federal, District and other properties such as: cafeterias, snack bars, automatic vending machines, greeting card shops, gift shops, dry cleaners and newsstands. The program manager is responsible for oversight of the program, which includes supervision of program staff, providing support to vendors in the Randolph Sheppard Vending Facility Program, who manage approximately 30 vending facilities in District and federal buildings, maintaining relationships with on-site property managers regarding on-going facility operations and exploration of new vending opportunities, recruitment of new vendors to the program, and working closely with the program staff and vendors on program and policy development.

MAJOR DUTIES AND RESPONSIBILITIES

This position administers the daily operation of the District of Columbia's Randolph Sheppard Vending Facilities program for the Blind, including the ongoing development of new facility locations on Federal and District property. Specifically daily operational supervision will include at a minimum:

- the selection, training/orientation and licensing of qualified blind persons;
- the financial management, reporting and distribution of vending revenue;
- the development, analysis and distribution of vendor profit and loss statements, monthly financial status reports, and year end statements and other financial data as needed;
- the creation of fiscal year budget and spend plan development/management, procurement of goods and services and federal program reporting;
- the temporary management (inclusive of payroll) for temporary employees for vacant facilities until the execution of the Call Down Process;
- the management of the vendor facility development and transfer and promotion process;
- the monitoring of facility performance, facility inspection/maintenance, sanitation, service requests, inventory control, security clearances;
- the development and implementation of retail business systems/facility and product design inclusive of marketing strategy and training in collaboration with Industry Subject Matter Experts;
- the development and dissemination policies and procedures that govern the operation of all aspects of program and vendor activities to vendors.

This position assists the Blind Vendors Committee (BVC) by providing for the biennial selection of Blind Vendor committee members; elicits active participation of the BVC in major administrative decisions, the development of program policy, and the development and administration of the system for transfer and promotion of blind vendors; and, assists the BVC with the facilitation of meetings and instructional conferences.

The individual negotiates with each department or agency of the United States and/or District of Columbia Government in control of maintenance, operation, and protection of Federal or D.C. Government owned or leased property for space to operate vending facilities. This position oversees and directs the operation of all program related functions responsible for carrying out management services for the program. This position markets and negotiates with federal and local facility managers, third party entities and the general public on behalf of individual retail facilities.

This individual provides monitoring supervision of vendors' performance, identifying the need for, collaborating with RSA Counselors to provide appropriate vocational rehabilitation support services to prevent, or dissipate crises affecting successful vendor participation in the programs. This position assesses the educational and developmental needs of all licensed managers, including the appropriate execution of corrective action plans.

This individual will establish, implement and manage a uniform accounting system to be utilized throughout the entire program for control of financial resources to include personnel, budget, and capital; taxes, insurance, payables, receivables, financial statements and other controls as may be appropriate. This position assures the maintenance of payroll systems for all operators, facility assistants and/or temporary facility employees per guidelines.

Promote an understanding, acceptance and appreciation for vocational rehabilitation services and the value of such services to individuals and society as a whole. Promote relationships through personal contacts, orientation and training sessions with professional community leaders regarding the Randolph-Sheppard Vending Facility Program.

Exercises full range of personnel management responsibilities. Establishes performance objectives and evaluates performance of subordinates, interviews applicants, makes selections, identifies training needs, recommends incentive awards, recommends disciplinary actions, approves leave, hears and resolves complaints, and provides counsel to employee. Promotes sound position management principles and programs. Maintains employee management communication, resolving problems, assisting employees to improve performance, and keeps employees informed about policies and programs. Ensure compliance with budget and safety.

Promote the interest of the Randolph-Sheppard program through regular public appearances, speeches and conferences. Stimulate interest in the services offered by the Administration through a program of public relations and liaison with various officials in public private agencies. Perform other duties as assigned.

Qualifications

Basic Requirements: Applicant must have one (1) year of Specialized Experience at the next lower grade-level. Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to marketing and negotiating with federal and local facility managers, third party entities and the general public on behalf of retail facilities; and manage the operation of the District of Columbia's Randolph Sheppard Vending Facilities program for the blind.

Bilingual Preferred

Desired Education

A four-year degree in Business Administration, Business Management, Marketing or other related area.

Contact Information

All questions related to employment should be directed to Melonie Buckley, HR Specialist
melonie.buckley@dc.gov